

PARKS MANAGER

GENERAL DEFINITION OF WORK:

Performs intermediate professional work managing the operations and maintenance of parks, outdoor recreation program planning, parks facility reservations, and special projects including park planning, facility development, and grants management; does related work as required. Work is performed under the general supervision of the Parks, Recreation and Cultural Resources Director. Supervision is exercised over subordinate volunteer and part-time staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning and overseeing park facilities, park operations and maintenance; scheduling programs and events at park facilities; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages the operation of various park facilities; oversees the maintenance and care of park facilities.
- Designs and implements new recreation programs at park facilities.
- Schedules park facilities for programs/events.
- Arranges logistics; schedules and supervises staff and volunteers for park programs/events.
- Performs regularly scheduled park and playground inspections.
- Assists with summer camp program as needed.
- Prepares and administers budget for park facilities; manages park facility expenditures.
- Purchases materials and supplies for park facilities.
- Coordinates park maintenance projects with the Public Works Department.
- Suggests improvements for parks; plans and develops parks projects.
- Writes grants; administers grant projects.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the equipment and techniques necessary to successfully oversee park facilities; thorough knowledge of the methods involved in organizing, conducting, promoting and supervising parks and recreation activities; some knowledge of computer software appropriate to programs; some knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to express ideas clearly both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, physical education or related field and considerable experience in organized parks and recreation programs.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme heat, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of CPR certificate; possession of or ability to acquire Certified Playground Safety Inspector certificate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

July, 2015